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5. Destruction of Classified/Sensitive Information and Burn-bags in the Departmental Offices

DO offices shall place all sensitive and collateral classified information (Secret and Confidential) for destruction inside “burn-bags” with alternating red/white diagonal stripes on the outside. Burn-bags are available for purchase either directly from GSA or the “Paperclips” store in the sub-basement level of the Treasury Annex. The Office of Security Programs does NOT stock or furnish burn-bags for individual offices; DO offices are responsible for maintaining their own supply of burn-bags for sensitive and/or classified paper waste.

Burn-bags must not contain ANY metal items; such as hardened steel binder clips and paper clips, keys, chains, coins/tokens, or non-metal organic waste, leftover snacks, chewing gum, materials such as crossword/Sudoku puzzles, magazines/comics, newspaper clippings, candy bar wrappers, tissues or spiral bindings and plastic tabs or heavy-duty plastics. These items will damage the cutting blades, shorten the life-cycle

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and damage the DO's shredder equipment. These types of items must also NOT be placed in grey bins used for temporary storage of sensitive information awaiting collection/destruction.

Burn-bags containing ONLY sensitive information shall be labeled with the marking "SBU" on the outside of each bag. This is to distinguish it from bags containing Secret and/or Confidential classified information. DO offices are permitted to include sensitive information within a burn-bag containing classified information; however, they are responsible for securing such burn-bags in a GSA-approved security container until collected for destruction. DO offices must also put their room number on the outside of each burn-bag in the event information about particular bags needs to be tracked back to the originating office.

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